



## FIRE SAFETY AND EMERGENCY EVACUATION

We ensure the highest possible standard of fire precautions are in place. The person in charge and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Officer or Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. Downloadable Fire Safety Log Books are widely available free of charge on line. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

### ***Fire safety risk assessment***

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
  - Our fire safety risk assessment focuses on the following for each area of the setting:
    - Electrical plugs, wires and sockets.
    - Electric Water Heaters
    - Electrical appliances.
    - Cooker.
    - Matches.
    - Flammable materials – including furniture, furnishings, paper etc.
    - Flammable chemicals.
    - Means of escape.
    - Anything else identified.

### ***Fire safety precautions taken***

- We ensure that fire exits are clearly sign posted, never obstructed and easily opened from the inside.
- We ensure that firefighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building – the cloakroom, classroom and kitchen and are checked annually.
- Records kept of the servicing of fire safety equipment (See Folder (6) Safety and Suitability of Premises ...)
- All electrical equipment checked annually for wear & tear and this is recorded. A qualified electrician also checks the electrical circuit every 5 years and this is duly recorded. For records kept of the checking of electrical equipment (See Folder (6) Safety and Suitability of Premises ...) Any faulty electrical equipment is taken out of use and either repaired or replaced. We ensure sockets are covered.
- Our emergency evacuation procedures are:
  - clearly displayed in the premises by the main fire exit doors
  - explained to new members of staff, volunteers and parents; and
  - practiced regularly, at least once every six weeks.
- Records are kept of fire drills.
- Emergency Lights are also tested regularly and a record kept of when this is done. UK fire safety legislation stipulates that **emergency lighting must undergo a full test once a year and be 'flick-tested' at least once a month.**
- Smoking or vaping is not allowed on the premises or outside in the immediate vicinity.

### ***Emergency evacuation procedure***

Please see 'Super Stars Pre-school Emergency Evacuation Procedure' which takes account of the following: -

- How children and staff are familiar with how we raise the alarm if there is a fire
- How the children, staff and parents know how we exit the building
- Staff roles and responsibilities particularly regarding checking the building and picking up the phone, register and emergency contacts book and when appropriate back door key
- How children are led from the building to the assembly point.
- How children will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted.

It should also be noted that if the emergency is prolonged the evacuated group will go to Coolings to await collection by parents or if this is not appropriate then the Village Centre.

An up to date list of emergency contact phone numbers can be found in the front of the Register – this includes Coolings, Village Centre, Ofsted, Insurance as well as plumber and electrician.

### **Fire drills**

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action that needs to be taken to improve the drill procedure.

### **Lockdown (see separate policy for full details of our lockdown procedures)**

Our lockdown policy will be used to ensure the safety of children, parents and staff in the event of a local threat or emergency situation which takes place outside the classroom which would necessitate the classroom being used as a place of safety - 'lockdown'. This could be because of a dangerous dog on the loose, an armed adult or environmental hazard such as noxious fumes.

The setting can keep up to date with terrorist threats or get information and advice on local issues by:

Checking the current status on the MI5 website

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

**LOW** means an attack is unlikely.

**MODERATE** means an attack is possible but not likely.

**SUBSTANTIAL** means an attack is a strong possibility.

**SEVERE** means an attack is highly likely.

**CRITICAL** means an attack is expected imminently.

Members of the public should always remain alert to the danger of terrorism and **report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.**

For **non-emergency calls to the police, call 101.**

**For more local information & advice about managing a range of issues that may be prevalent in our area the Kent police website [www.kent.police.uk](http://www.kent.police.uk) can be checked.**

Follow any advice for managing emergency situations issued by Kent County Council.

### **Being Prepared**

The staff will be asked about the 'lockdown' procedure when doing the fire drill and that this was done will be recorded in the fire drill log book. When appropriate the 'lockdown' can be rehearsed with the children in an age appropriate way.

For full details of our lockdown procedure see our separate Lockdown Policy.

Adopted 5<sup>th</sup> September 2022  
To be reviewed annually